

SAMPLE TIME AND ATTENDANCE SHEET

In Week 1 of pay period ending 12 July 2003, Tom worked everyday except Thursday and Friday. Tom had already asked his supervisor, Denzel, if he could take leave without pay on Thursday, 3 July. Denzel had approved his request. (Tom was not entitled to annual leave.) Friday, 4 July was a holiday.

In Week 2 of the pay period, Tom worked 8 hours of Regular Time (RG) each day Monday thru Thursday and was sick on Friday.

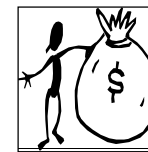
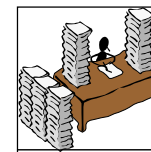
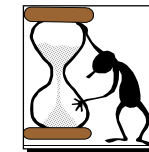
Tom signed the T & A Sheet and Denzel, as his supervisor, did the same. The T & A was then given to the Timekeeper for input into DFAS.

SUMMER HIRE PROGRAM U.S. Time and Attendance Sheet

EMPLOYEE'S NAME: Tom Hanks
SSN: 928-32-1964

PAY PERIOD ENDING: 12 July 2003

Employee's Signature: *Tom Hanks*



Supervisor's Signature: *Denzel Washington*

Supervisor's Phone Number: 555-1212

REASON:	CODE:
Regular Time	RG
Sick Leave	LS
LWOP	KA
Holiday*	LH
Absent without Leave	KC

WEEK 1							
CODE:	SUN-1	MON-2	TUES-3	WED-4	THURS-5	FRI-6	SAT-7
RG		8	8	8			
LS							
KA					8		
LH						8	
KC							

WEEK 2							
CODE:	SUN-1	MON-2	TUES-3	WED-4	THURS-5	FRI-6	SAT-7
RG		8	8	8	8		
LS						8	
KA							
LH							
KC							

Directions: Please enter the number of hours in the correct day of the week that applies. (Sunday is considered Day 1 for each week.)
Be sure to attach all requests for leave or approved absence (OPM Form 71).

Most scheduled hours will be reported as Regular Time, Sick Leave, and LWOP. Overtime is not approved for Summer Hires.

*TO BE ELIGIBLE FOR HOLIDAY PAY, EMPLOYEE MUST WORK THE SCHEDULED WORK DAY BEFORE OR AFTER THE HOLIDAY.

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT.